

# California Department of Corrections Financial Information Memo

**SUBJECT:**

**CONTINUING MEDICAL EDUCATION  
LEAVE AND EXPENSE  
REIMBURSEMENT FOR BARGAINING  
UNIT 16 PHYSICIANS AND DENTISTS**

**FIM NUMBER:**

**2004-08**

**REFERENCES:**

**DATE: July 19, 2004**

**BARGAINING UNIT 16 CONTRACT SECTION 9.7  
GOVERNMENT CODE SECTIONS 11032, 11033  
STATE ADMINISTRATIVE MANUAL SECTIONS 0760-0765  
CDC TRAVEL GUIDE  
FINANCIAL INFORMATION MEMO 03-10**

## **DISTRIBUTION**

Deputy Director, Health Care Services Division  
Assistant Deputy Directors, Health Care Services Division  
Regional Administrators, Health Care Services Division  
Health Care Managers  
Associate Wardens, Business Services  
Headquarters Accounting Services Section  
Regional Accounting Offices

## **PURPOSE**

The purpose of this Financial Information Memo (FIM) is to provide clarification on Continuing Medical Education (CME) leave and reimbursement for professionally related training expenses for California Department of Corrections (CDC) Bargaining Unit 16 employees.

## **DISCUSSION**

Training for Unit 16 employees is defined in Section 9.7 of the contract and includes the following information that is pertinent to CDC employees:

- A. Mandatory Training** is training required by the department. The State shall reimburse Unit 16 employees for expenses incurred as a result of satisfactorily completing training or continuing education courses required by the department for performance in their current job. The department shall authorize time without loss of compensation for mandatory training.

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- B. Professionally Related Training** is training designed to increase an employee's job proficiency, and is not otherwise required by the department under mandatory training. The department may authorize time without loss of compensation to attend in state and/or out-of-state professionally related training.
- C. CME Leave** for maintenance of required licensure is the responsibility of the employee. For courses directly related to maintaining licensure, the State shall provide each BU 16 employee up to seven (7) days per fiscal year of CME leave and reasonable travel time. CME is defined as including continuing Dental and continuing Podiatric Education.
- D.** The State may approve out-of-state travel expenses and per-diem for professionally related training, including CME, under this Article. When employees seek travel reimbursement for out-of-state travel expenses, authorization must be obtained in advance. The employee may be reimbursed for other out of state CME related expenses such as, tuition, fees, books, etc. All out-of-state travel claims or expenses must be approved pursuant to Government Code Sections 11032 and 11033.
- E.** Approval for reimbursable out service training may be denied if the same or similar accredited training is available through in-service training or if the maximum allowable rates are exceeded.
- F.** Unit 16 employees at the CDC may request reimbursement for tuition and/or registration fees, cost of course-related books, and training materials, transportation or mileage expenses, toll and parking fees, lodging and subsistence expenses, and all other related expenses for training authorized under Article 9.7C. CDC shall approve such requests for actual costs but not to exceed \$700. Employees of the Department of Mental Health working at a correctional facility are included in this provision.

Per the Department of Personnel Administration, the approval for CME leave is separate from the approval to be reimbursed for CME expenses when the travel is out-of-state. As an example, an employee may request and receive advance approval to use CME leave to attend courses directly related to maintaining licensure. The employee may choose to travel out-of-state without approval if the employee is on approved paid CME leave (similar to vacation). However, the employee would not be approved to receive reimbursement for CME expenses incurred unless the out-of-state travel was approved in advance as discussed previously for mandatory and professionally related training.

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### **ACTION REQUIRED**

Health Care Services Division is responsible for tracking the hours and dollars to ensure employees do not exceed the maximums.

Reimbursement of CME and/or professionally related training expenses will be paid upon successful completion of the course. Proof of course completion must be submitted with a travel expense claim (TEC) before any reimbursement payment is issued. Items that are billed directly to CDC for travel by an employee attending CME related training courses will be accounted for as an expense against the employee's authorized \$700 limit. These include but are not limited to Car Rentals, Airfare, Rail, Taxi, Fuel and registration fees. TECs shall also indicate if multiple claims have been filed during the fiscal year.

CDC may approve out-of-state travel expenses and per-diem for mandatory or professionally related training. Employees requesting out-of-state travel for this type of training must have advance approval to travel out-of-state. This requires advance approval by the Health Care Services Deputy Director, Director, Agency Secretary, Department of Finance and the Governor's Office. Procedures for obtaining out-of-state travel approval are outlined in CDC's Travel Guidelines, State Administrative Manual Sections 0760-0765 and Government Code Sections 11032 and 11033. Out-of-state travel requests must be submitted and approved as part of CDC's annual out-of-state travel blanket before an employee is authorized to travel and receive reimbursement for submitted trips. If a trip request was not approved as part of the annual blanket, then an individual trip request must be submitted and approved in advance. A copy of the trip approval must accompany the TEC.

Please contact your accounting office for questions regarding this FIM.

ORIGINAL SIGNED BY:

WENDY STILL

Deputy Director

Financial Services Division

cc: Chief Deputy Director, Support Services  
Chief Deputy Director, Institutions Division  
Wardens  
Regional Accounting-Administrators  
Accounting Management Branch  
Accounting Policies and Procedures Section